



**DEPARTMENT OF THE ARMY**  
**PERSONNEL AND EMPLOYMENT SERVICE WASHINGTON**  
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**WASHINGTON DC 20310-6800**

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JDHQS-PES

**MEMORANDUM FOR MANAGERS AND SUPERVISORS IN ORGANIZATIONS  
SERVICED BY P&ES-W CIVILIAN PERSONNEL ADVISORY  
CENTER**

**SUBJECT: Gatekeeper Checklist**

The purpose of this memorandum is to define and explain the Gatekeeper Checklist and to acclimate users to the tools available to become familiar with this function.

The Gatekeeper is an automated checklist that complements the functions of the Modern Defense Civilian Personnel Data System (DCPDS). Its purpose is to ensure that Civilian Personnel Operations Centers (CPOCs) receive all information required to process a personnel action. Gatekeeper provides a standard, efficient and simple way for managers to provide information about a personnel action that would otherwise require an attachment to the Request for Personnel Action (RPA). The Gatekeeper function of the Army Regional Tools (ART) prompts initiators to provide information pertinent to the type of action requested in the RPA. The questions/information required vary by type of action requested and the coordination levels of the action (i.e., managers, resource managers, Civilian Personnel Advisory Center (CPAC), and CPOC). Many of the questions have a drop-down menu with a list of potential answers managers may select. Information may include recruitment strategies and areas of consideration, conditions of employment (clearances, physical examinations, drug testing, licenses/certifications), payment of relocation bonuses, recruitment bonuses, amount of monetary awards, position information, resource management information, etc. When properly used, the Gatekeeper can make personnel action processing a quicker, more efficient process.

All users are responsible for accurately completing their portion of the Gatekeeper Checklist. All questions must be answered before coordinating the RPA to the next inbox. Managers are responsible for initiating the RPA and ensuring the Gatekeeper Checklist is completed. When resource management officials are involved in the routing process, they are responsible for reviewing and approving the RPA for manpower and funding purposes before coordination to the next inbox. CPAC specialists are responsible for ensuring required information is provided before coordinating the action to the CPOC for processing. The CPOC is responsible for reviewing the action to ensure all information is present. If any of the required

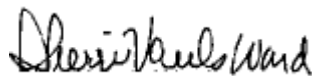
information is omitted, the RPA is coordinated back to the CPAC and/or originator for further action.

Using the ART website, <https://ancrweb.belvoir.army.mil/art>, it is recommended that you access Modern DCPDS first and then the Gatekeeper function. You will need your user id and password for both functions. In order to access the Gatekeeper Checklist, the RPA must be in your inbox when you access the Gatekeeper function. The Gatekeeper section of the ART User's Guide outlines the steps to get started using Modern DCPDS and the Gatekeeper Checklist.

If you need a user id and password, complete the [User ID Request Worksheet](#). Submit the completed form to [modernhelp@hqda.army.mil](mailto:modernhelp@hqda.army.mil).

The ART User's Guide, which addresses Gatekeeper, and a 16-minute movie that shows how to access and complete the Gatekeeper Checklist for an RPA are available at the Personnel and Employment Service – Washington website, <http://www.hqda.army.mil/pesw/>.

In our continued commitment to provide advisory services to our customers, we remain available to advise on recruitment strategies and assist in accessing Modern DCPDS, ART, and the Gatekeeper. For assistance, contact your servicing Civilian Personnel Advisory Center specialist.



Sherri Vaults Ward  
Director